

SPAWARINST 1610.10
SPAWAR 07-4
27 OCT 1997

SPAWAR INSTRUCTION 1610.10

Subj: OFFICER FITNESS REPORTS

Ref: (a) BUPERSINST 1610.10

Encl: (1) Signature Responsibility for Fitness Reports
(2) Fitness Report Due Dates
(3) Fitness Report Preparation and Processing Procedures
(4) Fitness Report Personal Information Sheet

1. Purpose. To supplement reference (a) for the preparation and submission of fitness reports for officers attached to the Space and Naval Warfare Systems Command.
2. Cancellation. SPAWARINST 1611.3D
3. Background. Fitness reports are one of the most important elements in the career development of Naval Officers. They provide a measure of his/her overall value to the Navy and furnish essential background information to ensure effective assignment, education, promotion and retention on active duty. In this regard, SPAWAR reporting seniors will submit complete and accurate reports within the time frames specified in reference (a) and this instruction.
4. Applicability. This instruction is applicable to fitness reports prepared on officers permanently assigned to SPAWAR for duty; officers assigned for temporary duty (TEM DU), additional duty (ADDU) and temporary additional duty (TEMADD) within the limitations imposed by reference (a); reserve officers ordered to active duty for annual training (AT) and active duty for special work (ADSW); and Commanders/Commanding Officers for SPAWAR field activities.
5. Policy. Reference (a) is the basic authority and directive governing the submission of fitness reports for officers on active duty and reserve officers on inactive duty assigned AT or ADSW. Reference (a) provides that the regular reporting senior of a shore command may request specific authority from CHNAVPERS to delegated reporting senior authority to specifically designated subordinate billets. Within SPAWAR, reporting senior authority is delegated to Program Directorate Heads and Program Managers in the grade of O-6 or DP4. The procedures established in this instruction are applicable to SPAWAR headquarters elements only. Commanding Officers of SPAWAR System Centers are responsible for the fitness reports of the officers assigned to their command.

6. Definitions.

a. Regular Reporting Senior. The officer to whom an officer reports for permanent, temporary, or additional duty under competent written orders and who is responsible for ensuring all aspects of his/her subordinate's performance are evaluated and made a matter of record. COMSPAWAR is the regular reporting senior for all officers assigned to SPAWAR headquarters and headquarters' detachments. Commanding Officers of SPAWAR Systems Centers are the regular reporting seniors for officers under their command.

b. Delegated Reporting Senior. The incumbent of a billet designated by a regular reporting senior and authorized by CHNAVPERS to submit fitness reports on specified subordinate officers for which the regular reporting senior would otherwise be responsible.

c. Concurrent Reporting Senior. A reporting senior other than an officer's regular reporting senior to whom he/she reports for ADDU or TEMADD. Concurrent fitness reports are required if an ADDU or TEMADD period exceeds two months, but may be submitted for a lesser period if performance is judged significant. Concurrent reports for extremely short periods are discouraged.

7. Delegation of Authority.

a. Delegated Reporting Senior. Under the provisions of reference (a) and approval granted by CHNAVPERS, the incumbents of billets listed in enclosure (1) are designated as delegated reporting seniors for the subordinate officer billets indicated. Delegated reporting seniors incur a major responsibility for the command when they make their decisions with regard to the relative rankings of officers within their respective competitive relative ranking of commanders. With selection to captain being extremely competitive, identification of the most promising and best qualified candidates for selection to O-6 takes on increased importance. It is incumbent upon delegated reporting seniors to be personally familiar with the performance of each and every officer they are evaluating for promotion.

b. Reports Reserved to COMSPAWAR. Reporting senior authority will not be delegated for flag officers, and members of COMSPAWAR 00 staff.

c. Signature Format. Delegated reporting seniors will provide the following information in Block 44:

(SPAWAR Billet Title), Space and Naval Warfare Systems Command, UIC
00039, 4301 Pacific Highway, San Diego, CA 92110-3127

8. Employment of Command. The following statement will be cited in Section 28 of all SPAWAR headquarters fitness reports with modifications as necessary to describe in concise terms the general environment in which the officer has performed. Specific responsibilities relating to the command mission will be addressed in Section 28 and the narrative.

“To provide material and technical support (acquisition and life cycle support) for Space Systems, C4I, Electronic Warfare and Undersea Surveillance and to provide for force war fighting systems architecture and integration among total naval battle forces.”

9. Submission of Reports.

a. Reporting seniors are responsible for report content, correctness, and timeliness. Reports will not be reviewed elsewhere in the command. Similarly, inquiries concerning reports and reports returned by BUPERS will be referred to reporting seniors for appropriate action.

b. Enclosure (1) lists fitness report signature authority by billet as delegated by COMSPAWAR. Enclosure (2) lists the dates for submission of regular fitness reports, while enclosure (3) provides details for preparation and processing procedures internal to SPAWAR.

c. Enclosure (4) is the Officer Fitness Report Personal Information Sheet which allows the officer being evaluated an opportunity to provide his/her reporting senior with a brief summary of achievements accomplished during the reporting period. Use of this form, although optional, is encouraged.

10. Report Copies, Logs and Records. Fitness reports are subject to the Privacy Act of 1974. Therefore notes, worksheets, applicable computer discs, and copies of fitness reports shall be safeguarded to prevent unauthorized disclosure. These materials shall not be given nor shown to the report drafters' or reporting seniors' successors or any other unauthorized personnel. Logs of fitness reports submitted and periods covered will be maintained but under no circumstances shall fitness report copies, preparation notes or worksheets be retained in SPAWAR files.

/s/

G.F.A. Wagner
Rear Admiral, U.S. Navy

Distribution:
SPAWAR List 3
SNDL Part II:
FKQ (SPAWAR Activities)

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SIGNATURE RESPONSIBILITY FOR FITNESS REPORTS

Regular reporting Senior

Commander (SPAWAR 00)

Officers Reported On

Assistant Commanders
Program Directors
Commanding Officer, SPAWAR Systems Center,
San Diego, CA
Commanding Officer, SPAWAR Systems Center,
Charleston, SC
Commanding Officer, SPAWAR Systems Center,
Chesapeake, VA
SPAWAR 00 staff
Other headquarters CAPTs not included in below
categories
ADDU Commanding Officers

Delegated Reporting Seniors

Vice Commander

ADDU officers not in command billets
Reserve officers, including CAPTs assigned
AT/ADSW in SPAWAR 00

Directorate Heads
(SPAWAR 01, 02, 05, 07
PD13, PD14, PD15, PD16,
PD17, PD18)

All CAPTs and below, including Reserve Officers,
not assigned to a Program Manager. (NOTE 1)

Program Managers (PMW)

CDRs and below, including Reserve Officers,
assigned to Program Office. (NOTE 1 and 2)

NOTE: (1) Delegated Reporting Seniors may only report on members who are
junior to themselves.
(2) Must be O-6/DP4 or higher.

Enclosure (1)

FITNESS REPORT DUE DATES

In accordance with reference (a), periodic regular fitness reports will be submitted as of the dates shown below.

a. Officers on the Active Duty List. All USN and USNR officers who are eligible for consideration by active duty promotion selection boards.

<u>Rank</u>	<u>Period Ending</u>
RADM (O-7/O-8)	31 July
CAPT	31 July
CDR	31 August
LCDR	31 October
LT	31 January
LTJG	28/29 February and 31 August
ENS	31 May
CWO4/CWO3	31 March
CWO2	31 March and 30 September
CWO1	31 March

b. Officers not on the Active Duty List. USNR officers, including TARS, who are eligible for consideration by inactive duty promotion boards.

<u>Rank</u>	<u>Period Ending</u>
RADM (O-7/O-8)	31 July
CAPT	31 July
CDR (TAR)	31 August
CDR (Other)	30 September
LCDR	30 September
LT	31 October
LTJG/ENS	31 March
CWO4/CWO3/CWO2/CWO1	31 March

FITNESS REPORT PREPARATION AND PROCESSING PROCEDURES

Reference (a) requires that fitness reports be mailed to BUPERS no later than 15 days after the end of the reporting period for active duty officers or no later than 30 days for drilling reserve officers. Because fitness report dates are tied to selection board convening dates, the importance of timely submission cannot be over emphasized. The following procedures are intended to provide for timely notification to reporting seniors of reporting requirements, adherence to submission schedules, and ensure reporting continuity.

a. Periodic Reports.

(1) At least 30 days before the end of the reporting period, officers being evaluated may submit an Officer fitness report personal Information Sheet, enclosure (4), to their reporting senior.

(2) Reporting seniors will complete the reports and comply with the counseling and signature requirements for lieutenant commander and below. Reports on officers in the same grade and comparison group will be enclosed in the same sealed envelope, placed flat between cardboard stiffeners, and forwarded to SPAWAR 07-4 no later than the 14 days after the end of the reporting period. An attached cover memorandum will list the names of the officers whose reports are enclosed, the type of report, and the corresponding periods covered.

(3) SPAWAR 07-4 will make the appropriate entries in the fitness report tickler system and ensure prompt delivery to BUPERS.

(4) A Periodic Report may not be delayed. After submission it may be extended with a Letter of Extension for up to 3 months in place of a Detachment or Promotion/Frocking Report.

b. Detachment of Officer

(1) The procedures above are, in general, applicable to detachment of officer reports. The major difference is that reporting seniors must meet the requirements of subparagraph a(2) within five working days. In addition, the reporting senior will indicate completion of the officer's fitness report and his/her command check-out sheet.

(2) Internal reassignment of officers within SPAWAR resulting in a change of delegated reporting senior will necessitate a detachment of officer fitness report.

(3) Officers assigned TEMDU to SPAWAR for periods of three months or more will receive a concurrent periodic/detachment of officer regular fitness report. For periods less than three months, if significant duties are performed, the officer may receive a concurrent periodic/detachment of officer regular report.

(4) AT/ADSW fitness reports for inactive reserve officers will be submitted in accordance with the above procedures within 15 days of completion of the period of active duty.

c. Detachment of Reporting Senior. Reporting seniors will ensure timely completion and submission of fitness reports upon detachment in accordance with paragraph a.

d. Promotion/Frocking. Do not submit a Promotion/Frocking Report on an Officer unless the change in Periodic Report dates will result in more than 15 months between Regular reports.

e. References and Assistance. Reference (a) provides detailed instructions on reporting requirements and technical guidance on completion of fitness reports and should be referred to by reporting seniors, report drafters, and administrative personnel responsible for typing and reviewing reports. SPAWAR 07-4 can provide copies of instructions, report forms and technical advice on reporting requirements.

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OFFICER FITNESS REPORT PERSONAL INFORMATION SHEET

The information requested below will be used to assist in preparing your forthcoming fitness report. Please be candid and complete. Review the current BUPERS and SPAWAR instructions (1610 series) for Fitness Report input guidance.

1. _____
Name Rank/Designator SSN
2. Date reported to SPAWAR: _____
3. Billet Title: _____ SPAWAR CODE: _____
4. _____
Subspecialty Code(s) assigned, title(s) and extent utilized
5. Year Group: _____ Date of Rank: _____
6. Expected promotion status at next selection board: (Circle One)
ABOVE ZONE IN ZONE IN ELIGIBLE ZONE NOT ELIGIBLE
7. Closing date of last Regular Fitness Report: _____
8. Duties assigned and periods.
 - a. Primary duties: _____

 - b. Collateral duties: _____

 - c. TEMADD/TEM DU periods, commands and duties: _____

 - d. Periods not available for duty, if any (include enroute delay, TEMDU, or leave prior to reporting. Exclude normal leave).

9. Personnel directly supervised (subdivide by officers, enlisted civilians, reservist).

10. Personnel supervised through subordinates (subdivide as above).
11. Major equipment and material for which responsible.
12. Size of budget managed.
13. Responsibilities for classified material.
14. Contribution to organization milestones/reviews/inspections.
15. Personal qualifications achieved.
16. Educational courses completed.
17. Civic activities and voluntary public relations on behalf of the Navy.
18. Awards/commendations received during the reporting period (attach copies).
19. Future assignments/schools desired.

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20. In the space below, briefly list accomplishments which merit inclusion in your fitness report.

The information contained on this Officer Fitness Report Personal Information Sheet is certified to be true.

Signature

Date